

<h1 style="margin: 0;">REQUEST FOR QUOTATIONS</h1> <p style="margin: 0; font-size: small;">(THIS IS NOT AN ORDER)</p>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT SET ASIDE FOR LSDBE FIRMS ONLY,		Page of Pages <div style="display: flex; justify-content: space-around;"> 1 8 </div>		
1. REQUEST NO. <div style="border: 1px solid black; padding: 2px; width: 100%;">DCJM-2015-Q-0006</div>		2. DATE ISSUED <div style="border: 1px solid black; padding: 2px; width: 100%;">12-2-2014</div>		3. REQUISITION/PURCH. REQUEST NO. <div style="border: 1px solid black; padding: 2px; width: 100%; height: 20px;"></div>		
4. COMMODITY GROUP AND CLASS <div style="border: 1px solid black; padding: 2px; width: 100%; text-align: center;">→</div>		918-12-00				
5A. ISSUED BY: Department on Disability Services Office of Contracts and Procurement 1125 15 th Street NW, 4 th Floor Washington, DC 20005-2720			6. DELIVER BY (Date) <div style="border: 1px solid black; padding: 2px; width: 100%; text-align: center;">May 31, 2015</div>			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Maureen Hill, Contract Specialist, 202-730-1522			7. DELIVERY <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule) </div>			
8. TO: NAME AND ADDRESS OF OFFEROR, INCLUDING ZIP CODE <div style="border: 1px solid black; padding: 2px; width: 100%; height: 100px;"></div>			9. DESTINATION (Consignee and address, including ZIP code) Department on Disability Services Developmental Disabilities Administration 1125 15 th Street NW. 8 th Floor Washington, DC 20005-2723			
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 12 NOON (Date) <div style="border: 1px solid black; padding: 2px; width: 100%;">December 22, 2014</div>		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> SMALL <input type="checkbox"/> RESIDENT-OWNED <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> LONG-TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE </div>				
<p style="font-size: small; margin: 0;"> IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter. </p>						
12. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO (a)	SUPPLIES/SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001-0002	<p>The Department on Disability Services (DDS) Developmental Disabilities Administration (DDA) is seeking a Contractor to assist the agency in completing the National Core Indicator (NCI) Consumer Survey Project for the District of Columbia. The contractor shall plan, schedule, coordinate, and conduct face-to-face interviews with people served by DDA; disseminate the NCI survey to families; collect the surveys from families; and enter the interview and survey results into an on-line data- base, in accordance with the Statement of Work, Attachment A.</p> <p>The District intends to establish a single contract or Blanket Purchase Agreement (BPA) for these services and reserves the right to extend the contract/BPA for up to four (4) one (1) year option periods.</p>					
13. DISCOUNT FOR PROMPT PAYMENT			10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	____ CALENDAR DAYS
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code) <div style="border: 1px solid black; padding: 2px; width: 100%; height: 100px;"></div>			15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION <div style="border: 1px solid black; padding: 2px; width: 100%; height: 100px;"></div>		16. DATE OF QUOTATION <div style="border: 1px solid black; padding: 2px; width: 100%; height: 100px;"></div>	
17. NAME AND TITLE OF SIGNER (Type or print) <div style="border: 1px solid black; padding: 2px; width: 100%; height: 100px;"></div>			18. TELEPHONE NO. (Include area code) <div style="border: 1px solid black; padding: 2px; width: 100%; height: 100px;"></div>			

B.3 PRICE SCHEDULE

B.3.1 BASE YEAR

Contract Line Item No. (CLIN)	Item Description	Price Per Unit Survey	Estimated Quantity	Total Estimate Price
0001	National Core Indicator Surveys			
0001A	NCI Adult Consumer Survey	\$ _____	400	\$ _____
0001B	NCI Adult Family Survey	\$ _____	275	\$ _____
0002	Contract Deliverables as set forth in Attachment A	Not Separately Priced		

Estimated Total Base Year Price \$ _____

B.3.2 OPTION YEAR ONE

Contract Line Item No. (CLIN)	Item Description	Price Per Unit Survey	Estimated Quantity	Total Estimate Price
1001	National Core Indicator Surveys			
1001A	NCI Adult Consumer Survey	\$ _____	400	\$ _____
1001B	NCI Adult Family Survey	\$ _____	275	\$ _____
1002	Contract Deliverables as set forth in Attachment A	Not Separately Priced		

Estimated Total Option Year One (1) Price \$ _____

B.3.3 OPTION YEAR TWO

Contract Line Item No. (CLIN)	Item Description	Price Per Unit Survey	Estimated Quantity	Total Estimate Price
2001	National Core Indicator Surveys			
2001A	NCI Adult Consumer Survey	\$_____	400	\$_____
2001B	NCI Adult Family Survey	\$_____	275	\$_____
2002	Contract Deliverables as set forth in Attachment A	Not Separately Priced		

Estimated Total Option Year Two (2) Price \$_____

B.3.4 OPTION YEAR THREE

Contract Line Item No. (CLIN)	Item Description	Price Per Unit Survey	Estimated Quantity	Total Estimate Price
3001	National Core Indicator Surveys			
3001A	NCI Adult Consumer Survey	\$_____	400	\$_____
3001B	NCI Adult Family Survey	\$_____	275	\$_____
3002	Contract Deliverables as set forth in Attachment A	Not Separately Priced		

Estimated Total Option Year Three (3) Price \$_____

B.3.3 OPTION YEAR FOUR

Contract Line Item No. (CLIN)	Item Description	Price Per Unit Survey	Estimated Quantity	Total Estimate Price
4001	National Core Indicator Surveys			
4001A	NCI Adult Consumer Survey	\$_____	400	\$_____
4001B	NCI Adult Family Survey	\$_____	275	\$_____
4002	Contract Deliverables as set forth in Attachment A	Not Separately Priced		

Estimated Total Option Year Four (4) Price \$_____

C. PERIOD OF PERFORMANCE

The base year will be from date of award through one year thereafter, with four one-year option renewal periods. Contractor will begin providing services no later than two weeks following training and receiving the DDS database for surveys.

C.1 OPTION TO EXTEND THE TERM OF THE CONTRACT

C.1.1 The District may extend the term of this contract for a period of four (4) one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

C.1.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

C.1.3 The price for the option period shall be as specified in the Section B of the contract.

C.1.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

D. INSURANCE (March 2010)

A. GENERAL REQUIREMENTS. The Contractor shall acquire and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.

1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.
2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

- B. DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- D. CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- F. NOTIFICATION.** The Contractor shall immediately provide the CO with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.
- G. CERTIFICATES OF INSURANCE.** The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Callie Byrd Williams
Chief Contracting Officer
Department on Disability Services
1125 15th Street NW, 4th floor
Washington, DC 20005-2720
Phone: (202) 730-1716
Fax: (202) 730-1514
Email: callie.williams@dc.gov

- H. DISCLOSURE OF INFORMATION.** The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

E BASIS FOR AWARD

DDS will make the selection based upon technical expertise, management approach, past performance and price as delineated below. Offerors shall prepare and submit separate technical and price proposals in sufficient detail to facilitate evaluation based on the following evaluation factors and sub-factors in descending order of importance.

- (1) Technical Expertise
- (2) Management Approach
- (3) Past Performance
- (4) Price

E.1 TECHNICAL CRITERIA

E.1.1 Technical Expertise (35 points)

- E.1.1.1** Experience and in depth knowledge in working on a similar project
- E.1.1.2** Experience and in depth knowledge with working with people with I/DD, families, guardians, and service providers
- E.1.1.3** Managing a similar data collection project
- E.1.1.4** Availability of personnel

E.2 Management Approach (20 points)

- E.2.1** Understanding of the statement of work and project requirements
- E.2.2** Organization, Staffing, and Training plan; including plans for managing all subcontractors assigned to the project; if applicable.
- E.2.3** Thoroughness of Management plan

E.3 Past Performance (30 points)

- E.3.1** Quality of past performance with similar projects
- E.3.2** Relevance of past performance with similar projects; offerors are required to provide three (3) references; organization/agency name, contact name, address and telephone number.

E.4 PRICE CRITERION (15 points)

The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times \text{Weight} = \text{Evaluated Price Score}$$

E.5 PREFERENCE POINTS AWARDED FOR CERTIFIED BUSINESS ENTERPRISES (12 Points Maximum)

E.6 TOTAL POINTS (112 Points Maximum)

Total points shall be the cumulative total of the offeror's technical criteria points, price criterion points and preference points, if any.

F. ORGANIZATIONAL CONFLICT OF INTEREST

- F.1** Definition. An organizational conflict of interest means that because of other activities or relationships with other entities, an entity is unable or potentially unable to render impartial assistance or advice to the District, or its objectivity in performing the contract work is or might be otherwise impaired, or an entity has an unfair competitive advantage. It does not include the normal flow of benefits from incumbency.
- F.2** The Contractor agrees that if after award it discovers a potential organizational conflict of interest, a prompt and full disclosure shall be made in writing to the Contracting Officer. This disclosure shall include a description of the actions the Contractor has taken or proposes to take, to avoid or mitigate such conflicts.
- F.3** The District may waive application of this clause when it is determined to be in the best interest of the District to do so.

G. STANDARD CONTRACT PROVISIONS INCORPORATED BY REFERENCE

The Government of the District of Columbia Standard Contract Provisions For Use With District of Columbia Government Supply and Services, dated March 2007, hereafter referred to as the "Standard Contract Provisions" are attached and incorporated by reference into this Agreement, and shall govern the relationship of the parties under this contract. The Contractor agrees and acknowledges its obligation to be bound by the Standard Contract Provisions, and its requirements.